DGE-880-1 REY. 7/86

DEPARTMENT OF GENERAL SERVICES Records Monagement Division

SCHEDULE

612-143

PAGE NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Division of Labor and Industry DEPARTMENT OF LICENSING AND REGULATION Mediation and Conciliation Services • DIVISION AGENCY Item Description Retention No. ARBITRATION, MEDIATION, AND CONSENT ELECTION CASES Retain permanently. 1. The arbitration files contain evidence and decisions on cases arbitrated by the State Mediator. The mediation files document the progress and conclusion of the collective bargaining process. The consent election cases contain bargaining unit descriptions, notices, results, and any post-election proceedings. COLLECTIVE BARGAINING CONTRACT NOTIFICATIONS Retain for five (5) 2. years, then destroy. These forms are notifications of modifications or terminations of collective bargaining contracts. INDEX CARDS OF EMPLOYER'S NAMES Retain permanently. 3. These index cards contain a historical record of each of the employer's history in regard to termination of collective bargaining contracts.

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Licensing and Regulations	Division of Lab	or and Industry	Conciliation Services		
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4. RECORD SERIES TITLE	:		5. EARLIEST YEAR/LATEST YEAR		
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